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UNITED STATES DEPARTMENT OF AGRICULTURE  
PRODUCTION AND MARKETING ADMINISTRATION  
Washington 25, D.C.

Number 105  
September 8, 1947

Reserve

PROCEDURE TRANSMITTAL

NOTICES

PERSONNEL DESIGNATIONS - WASHINGTON: Effective immediately Mr. L. B. Taylor is designated Assistant Director of the Price Support and Foreign Supply Branch; Mr. William C. Ockey, Director of the Marketing Research Branch; and Mr. Harold C. Albin, Associate Director of the Marketing Research Branch.

NEW RELEASES

321.2 GRANTING OF MILITARY LEAVE: Outlines the policy and prescribes  
8-29-47 the methods for granting of military leave. Supersedes PMA  
(Supersedes Instruction 321.2 dated 6-3-47 which should be removed from  
321.2 dated the Manual. The revision includes the changes in the rules  
6-3-47) governing the granting of leave for training in the reserve  
corps and the National Guard, as affected by Public Law 153,  
80th Congress.

OBSOLETE

The following forms have been declared obsolete. Existing stock may be disposed of in accordance with PMA Instruction 456.1.

<u>Obsolete Form</u>	<u>Title</u>	<u>Superseded By</u>
SMA-6	TRAVEL ORDER	
SMA-13	INFORMAL RENTAL AGREEMENT	
SMA-DA-22	ADMINISTRATOR'S ANALYSIS OF ACCOUNTS PAYABLE	
SMA-161	ROUTING SHEET ADMINISTRATIVE EXPENSE VOUCHERS	
SMA-204	BUYING DIRECTIONS	
SMA-204A	" "	
SMA-211	ORDER FOR SERVICES	
SMA-232	REQUEST FOR DELIVERY ORDERS	
SMA-237	FORM LETTER	
SMA-294	REPORT OF CHECKLOADING SERVICES PERFORMED	
SMA-340	CONFIRMATION REPORT OF SHIPMENTS	
SMA-457	COMPARATIVE STATEMENT OF COST OF TRAVEL BY PRIVATELY OWNED AUTO AND BY RAILROAD OR OTHER COMMON CARRIER	
SMA-496	NOTICE OF SUSPENSION	
SMA-550	TICKLER FILE CARD	
SMA-554	INFORMANT CARD	
SMA-562	ASSIGNMENT CARD	
SMA-620	REQUISITION FOR POSTAGE STAMPS	

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OBSOLETE (Cont'd)

<u>Form</u>	<u>Title</u>	<u>Superseded by</u>
SMA-1434	STATUS OF ALLOCATIONS	
SMA-679 (Rev)	INVENTORY TRANSFER VOUCHER	
SMA-688	STREET CAR AND BUS TOKENS INVENTORY REPORT	
SMA-809	LETTER OF ACCEPTANCE	
SMA-820	FDA WAREHOUSE OR ISSUING OUTLET REPORT	
SMA-830	MONTHLY REPORT OF DIRECT DISTRIBUTION OF COMMODITIES	
SMA-831	MONTHLY REPORT OF INVENTORY LOSSES AND ADJUSTMENTS IN CONNECTION WITH COMMODITIES DISTRIBUTED	
SMA-833	MONTHLY REPORT D.O. NUMBERS AND NET WEIGHT	
SMA-835	MONTHLY REPORT BY COUNTIES ON STATUS OF SCHOOL LUNCH PROGRAM	
SMA-880	MONTHLY REPORT OF CASES AND PERSONS CERTIFIED AS ELIGIBLE TO RECEIVE SMA AND PROCESSED SMA FOOD COMMODITIES BY DIRECT DISTRIBUTION	
SMA-1001	TRAVEL ALLOTMENT	
SMA-1008	RECORD OF POSTAGE STAMPS	
SMA-1011	DUPLICATING REQUISITION	
SMA-1015	PAY ROLL CARD	
SMA-1018	MEMORANDUM RECEIPT (YELLOW AND GREEN)	
SMA-1039	INFORMAL AGREEMENT FOR SERVICES	
SMA-1044	FAIR MARKET VALUE STATEMENT	
SMA-1052	DAILY LIST OF ABSENTEES	
SMA-1354	LOADING MANIFEST AND CHECKLOADER'S SCALE CERTIFICATE	
SMA-1433	BASIS OF ALLOCATIONS	
SMA-1480	SHIPPING NOTICE AND RECEIPT	
CF-1	CROSS FILE (B/L)	
Au-14	SEMI-MONTHLY AND ACCUMULATIVE REPORT (CARRIERS' BILLS AND BILLS OF LADING)	
IWB-29	CONTRACT DELIVERY RECORD	
FD-29	REQUEST FOR RECEIPTED COPY OF PURCHASE ORDER	
FD-36	ABSTRACT OF PAY ROLL ACTION	
FDA-36	PAY ROLL CARD	
FDA-151	CHANGE IN LETTER OF AUTHORIZATION ENCUMBRANCE	
FDA-176	EXPENSE BLOCK VOUCHER (SUBSIDIARY LEDGER)	
FDA-268	SEMI-MONTHLY AND ACCUMULATIVE REPORT (CARRIERS' BILLS AND BILLS OF LADING)	
FDA-287	ACCEPTANCE (OF OFFER FOR MEAT PRODUCTS)	
FDA-292	PURCHASE CONTRACT - TRANSIT	
FDA-308	NOTICE OF COMPLETION OF CONTRACT (FOR PURCHASE OR PROCESSING CONTRACTS)	
(11-20-45)		
FDA-353	AUTHORIZATION TO DELIVER SALARY CHECKS	
FDA-378	MEMORANDUM OF TRANSMITTAL (AMENDMENTS TO CONTRACTS)	
DA-500	PROGRAM COST REPORT	
FDA-502	INVENTORY TRANSFER VOUCHER	
FDA-503	INDEMNITIES ALLOTMENT LEDGER	
DA-506	DOCUMENT BLOCK SHEET	



OBSOLETE (Cont'd)

<u>Obsolete Form</u>	<u>Title</u>	<u>Superseded by</u>
FDA-508	ENCUMBRANCE REQUEST	
FDA-528	CROSS FILE (B/L)	
FDA-576 (6-22-44)	COMMODITY RECEIPT SUPPLEMENT	
FDA-585	CONTRACT DELIVERY RECORD	
FDA-611 (5-23-44)	ABSTRACT OF PAY ROLL ACTION	
FDA-612	TRAVEL ORDER (FOR FIELD ONLY)	
FDA-654	OBLIGATION LEDGER	
FDA-666	REQUEST FOR RECEIPTED COPY OF PURCHASE ORDER	
FDA-796 (9-18-44)	LISTING OF CHARGES IN SUPPORT OF FORM NO.1113	
FDA-800	ABSTRACT OF PAY ROLL ACTION (WHITE)	
FDA-800A	ABSTRACT OF PAY ROLL ACTION (PINK)	
FDA-802 (9-27-44)	WAR BOND PLATE NOTICE	
AMS-53	TRAVEL ORDER (FOR FIELD ONLY)	
LB-66	SUMMARY ANALYSIS-NUMBER OF REGISTRANTS AT POSTED STOCKYARDS	LS-195
AMA-173	CERTIFICATE OF USE OF ORDER STAMPS FOR INVESTIGATIVE PURPOSES	
AMA-174	DOCUMENT BLOCK SHEET	
CCC-272 (5-4-45)	LOT CARD (ACME CARD USED IN CONNECTION WITH SALES OF COMMODITIES)	
CCC-380 (7-9-45)	INDIVIDUAL EMPLOYEE OBLIGATION CARD	
OMS-434	DISBURSEMENT ABSTRACT	

The following forms have been declared obsolete. Existing stocks are to be used until exhausted.

OS-19	SALES CONTRACT CONTROL AND DELIVERY RECORD	PMA-52
CCC-124	SALES CONTRACT CONTROL AND DELIVERY RECORD	PMA-52
FDA-222	LIVE POULTRY GRADING CERTIFICATE	
FDA-222A	" " " " "	
FDA-760	CONTRACT CONTROL AND DELIVERY RECORD	PMA-52
FDA-773	BLOCK ASSEMBLY SHEET	AD-509
AMA-24	CROSS REFERENCE	FDA-24

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## GRANTING OF MILITARY LEAVE

### I PURPOSE

This Instruction outlines the policy and prescribes the methods for the granting of military leave to employees of PMA who are members of the National Guard or the various Reserve components of the armed forces.

### II POLICY

PMA is anxious to cooperate with the military services in their training endeavors by granting leave to employees who are eligible to participate in training activities. When an employee receives an inquiry from the armed forces regarding his availability for training duty, he should consult with his supervisor so that measures may be taken which will insure that work programs will not be disrupted. When there are a number of employees in a division or other organizational unit who have received such inquiries, individual employees should cooperate fully with supervisors in an effort to stagger absences which will be required, in those cases where it is possible to arrange for the training assignments at varying times.

### III REQUIREMENTS FOR DURATION OF NATIONAL EMERGENCY

For the duration of the national emergency as proclaimed by the President, employees who are ordered to report for military training must be released from duty in their civilian positions in all cases where they are eligible to be granted military leave with pay as indicated in paragraph IV below. Administrative discretion may be used as to releasing temporary or WAE employees but leave of absence should be granted only if the absence will not seriously affect the completion of urgent seasonal work or other programs.

### IV MILITARY LEAVE WITH PAY

A Definition - Where military leave with pay is authorized in the following paragraphs, the employee is entitled to compensation in his civilian position (for the time indicated), without charge to annual leave. He may receive concurrently any military pay and allowances to which he may be entitled for the period of training.

#### B General Conditions Under Which Military Leave With Pay May Be Granted

1 The employee is entitled to military leave with pay from his civilian position whether the order instructing him to report for training is with or without his consent.



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GRANTING OF MILITARY LEAVE

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## (IV B)

2 In general, military leave with pay may be granted only for purposes of training. It is not grantable where the employee is ordered to active duty as distinguished from training. When in doubt, the case should be submitted to the appropriate leave office for decision.

C Reporting Military Leave With Pay - A copy of the military order instructing the employee to report for training duty shall accompany the first Time and Attendance Report on which the military leave with pay is shown.

D Employee Eligibility for Military Leave With Pay - Military leave with pay is granted only to permanent or temporary indefinite employees. The term "permanent" includes probational and war-service indefinite employees, also employees holding indefinite appointments under Schedule A of the Civil Service Rules. The term "temporary indefinite" includes employees who are appointed pending certification. Employees serving under appointments limited to one year or less and part-time or intermittent employees are not eligible for military leave with pay. If temporary employees are granted time off for military training or duty, they may be carried either in an annual leave status or in a leave-without-pay status. If part-time or intermittent employees are granted time off for military training or duty, they shall be carried in a non-pay status.

E Provisions for Military Leave for the Reserve Corps of the Army, Navy or Marine Corps (Including Both Officers and Enlisted Men) - Employees in these units may be granted military leave without charge to annual leave up to a maximum of 15 calendar days in any one calendar year. For members of the reserve corps of the Army, such leave is for duty with troops, or at field exercises, or for instruction. For members of the Naval or Marine Reserve, military leave is for training duty. If the period of military duty in either case is in excess of 15 calendar days, the employee may be placed on annual leave, if available, or on leave without pay for the remainder of the period.

F Provisions For Military Leave For the National Guard -

1 General Provision. Employees in the National Guard may be granted military leave without charge to annual leave up to a maximum of 15 days on which they are ordered to duty for field or coast-defense training.

2 Provision Applicable Only to D. C. National Guard. In addition to "1" above, employees in the D. C. National Guard may be granted military leave without charge to annual leave for all days of any parade or encampment or other service which they may be ordered by proper authority to perform.



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GRANTING OF MILITARY LEAVE

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(IV F)

3 Military Duty in National Guard in Excess of 15 Days.  
If the period of military duty is in excess of 15 days, the employee may be placed on annual leave, if available, or on leave without pay for the remainder of the period.

G Mandatory Restoration of Employees Who Have Been Granted Military Leave - All employees who have been granted military leave, when relieved from duty incident to such leave, shall be restored to the positions held by them when ordered to duty.

